Skills Forward

Skills Builder Guide
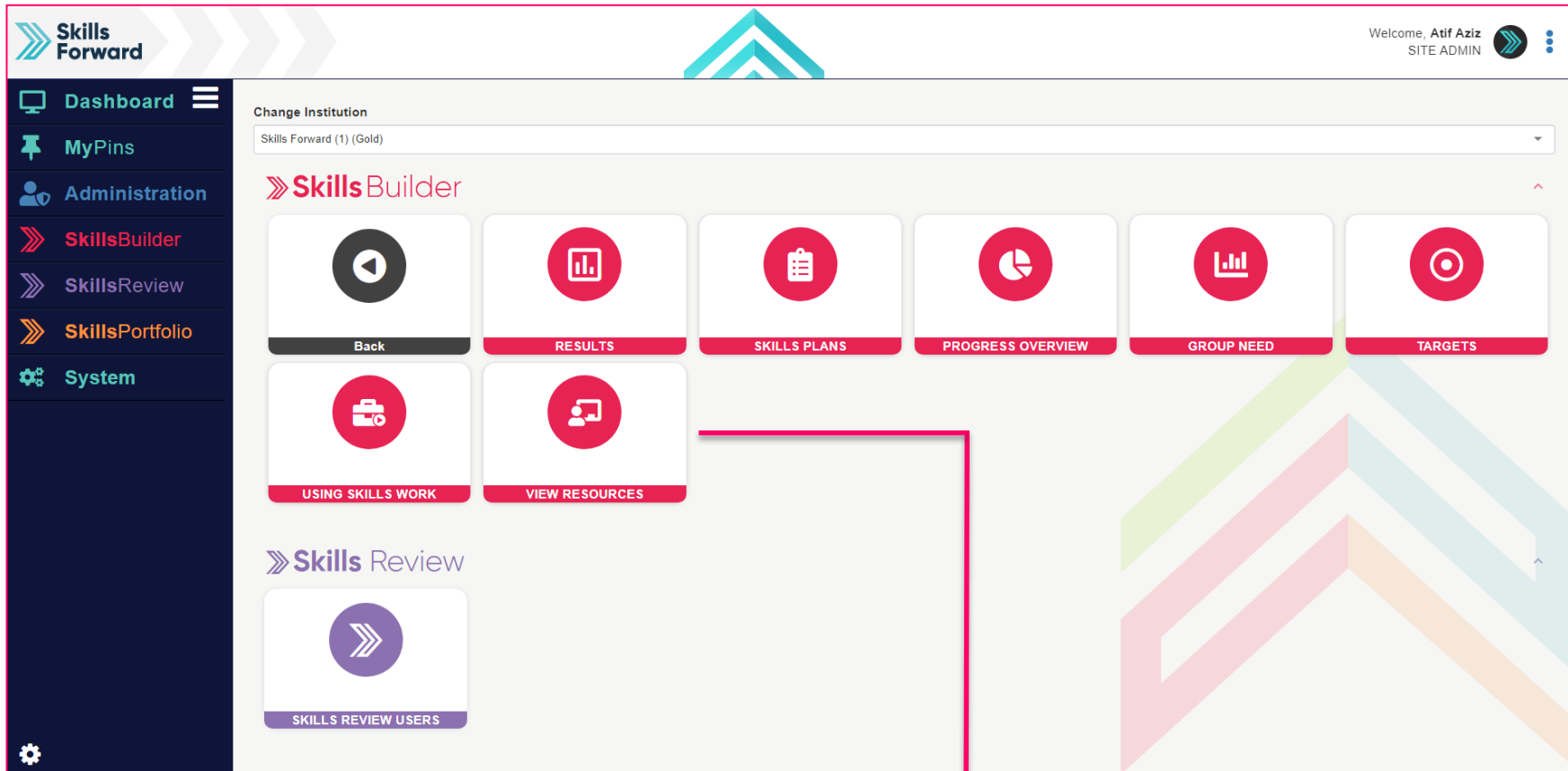
Adding your own resources

Getting to the resources page

Select your subject from the **Skills Builder** section.

Getting to the resources page

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**

Alternate way to access resources

Another way you can access your resources is using the **Side menu**.

Skills Builder > **Subject Name** > **VIEW RESOURCES**

Switching on edit mode

Select the **blue** icon near the top right to access the editing mode switch.

Select **TURN EDITING ON**

Selecting the Add Content

E3 Comprehension	E3 Locating Information	E3 Purposes of Texts	E3 Preparation Assessment Reading	E3 Composition
CONTINUE	START	CONTINUE	START	START

Expand / Collapse All

+ ADD CONTENT ▼

1. E3 Comprehension	Action
Understanding Main Events and Ideas	OPEN ITEM ▼
Practice Skills - Understanding Main Points	OPEN ITEM ▼
Assessment Rw/E3.1/5	OPEN ITEM ▼
Practice Skills - Identifying the Main Points	OPEN ITEM ▼
Assessment Rt/E3.1 & E3.4	OPEN ITEM ▼
Reading for Information	OPEN ITEM ▼
Reading for More Detail	OPEN ITEM ▼
Practice Skills - Reading for More Detail	OPEN ITEM ▼
Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8	OPEN ITEM ▼
Reading and Understanding Words on Forms	OPEN ITEM ▼
Practice Skills - Reading Words on Forms	OPEN ITEM ▼
Summative Test - Words on forms	OPEN ITEM ▼

Select the appropriate level and topic. Select **Add Content**.

Skills Builder

Adding Content

Select Item To Add

FS Assessment		Label	
Assessment		Quiz	
Link to a file or web site		SCORM	
Forum		Compose a text page	
Compose a web page			

Add Content

Reading and Understanding Words on Forms
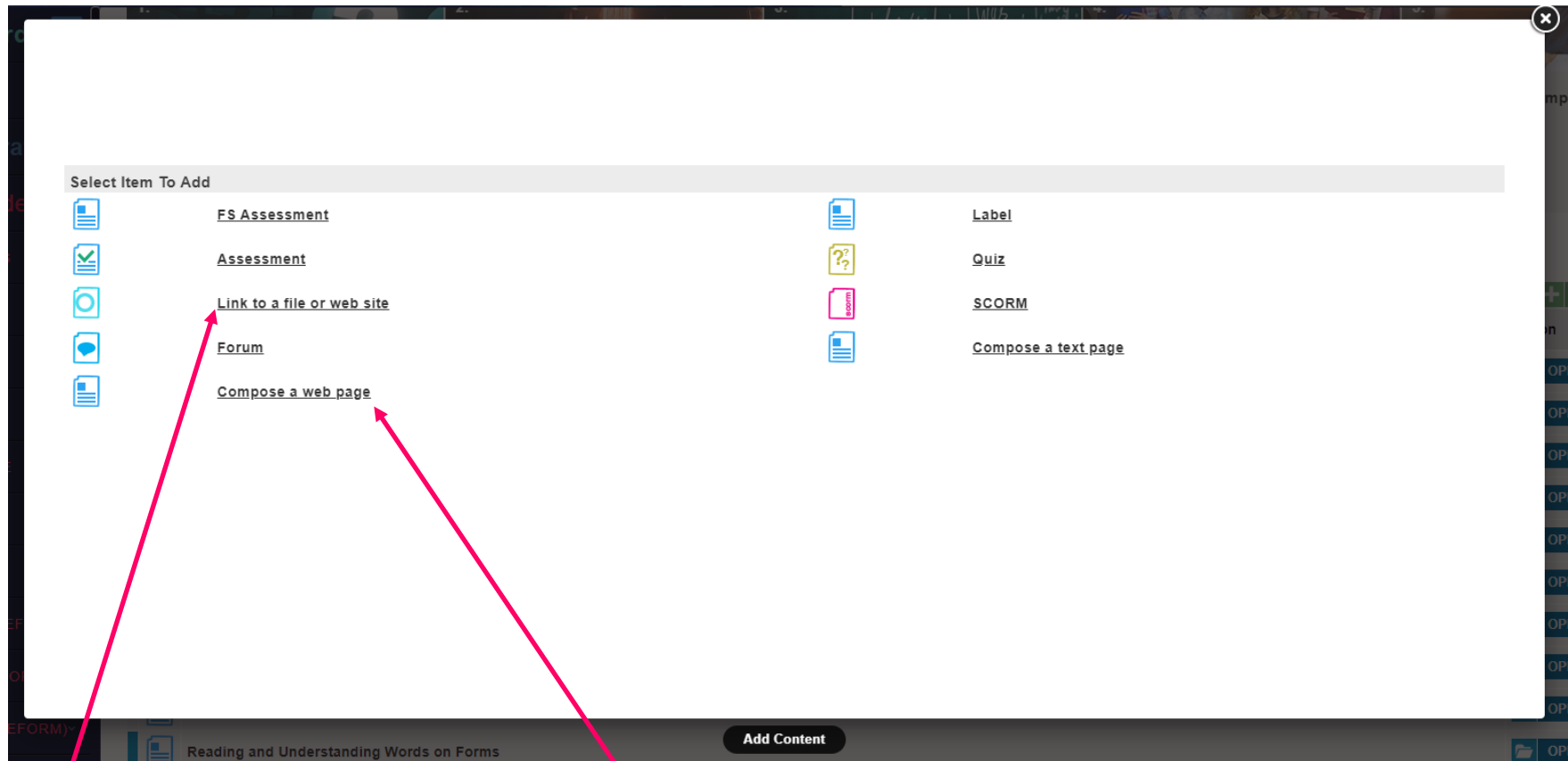
Link to a file or website and **Compose a web page** are the two main options users will select.

Link to a file or website option

Link to a file or website

Item Name		
	Item Name	*

Location		
	http://	
	Choose or upload a file ...	*

🔼 Back To Top   ✓ UPDATE

Reading and Understanding Words on Forms

Add Content

If you select Link to file or website, you will be asked to **name the item**. Next Select **Choose or upload a file button**.

Skills Builder

Upload a file tab

```
https://learn.forskills.co.uk/files/index.php?id=63377&choose=dirform.reference - Google...    —    □    ✕
🔒  learn.forskills.co.uk/files/index.php?id=63377&choose=dirform.reference
0/10/63377
```

| Files | Create Folder | Upload a File |

Skills Forward » FS English Resources » Files

Name	**Size**	**Modified**	**Action**
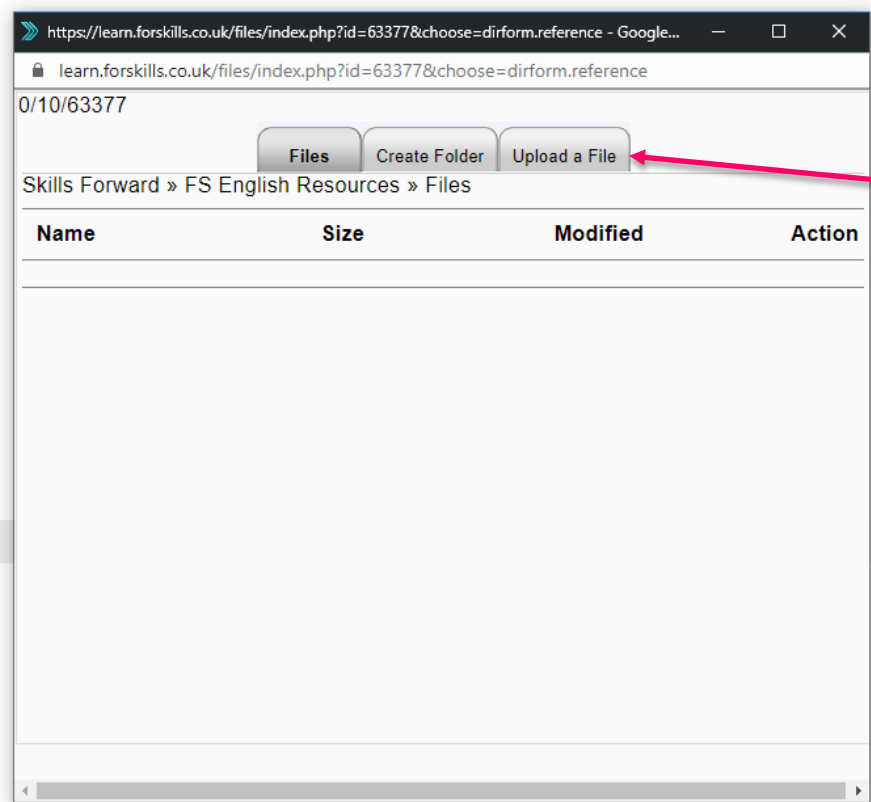
A Popup will appear.

To add your files to choose from.

Select the Upload a File Tab.

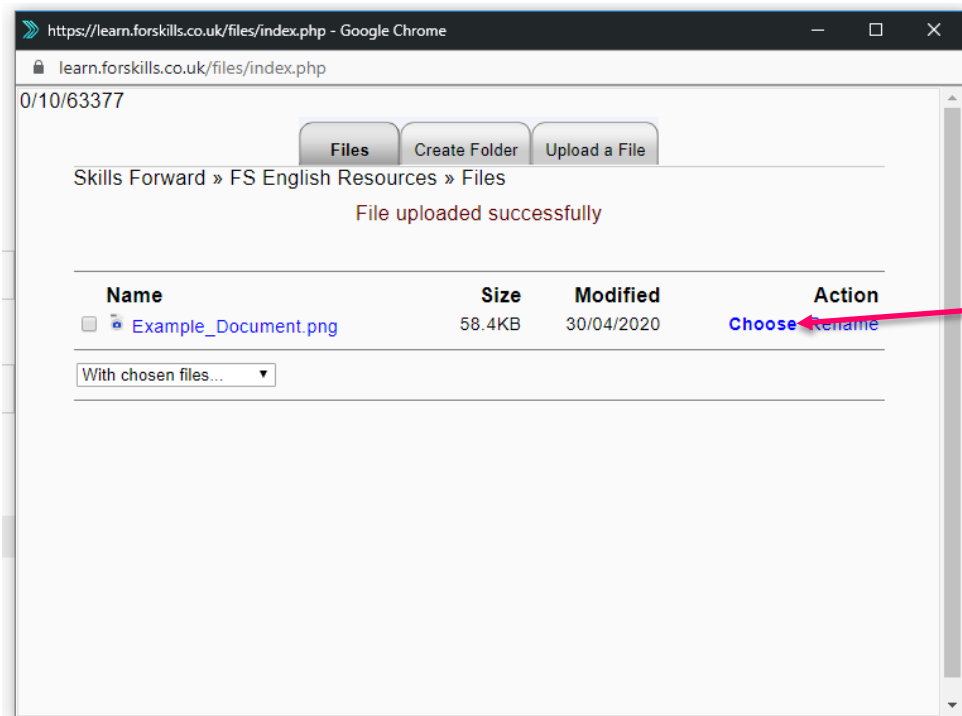**Skills Builder**

Select the file you wish to upload
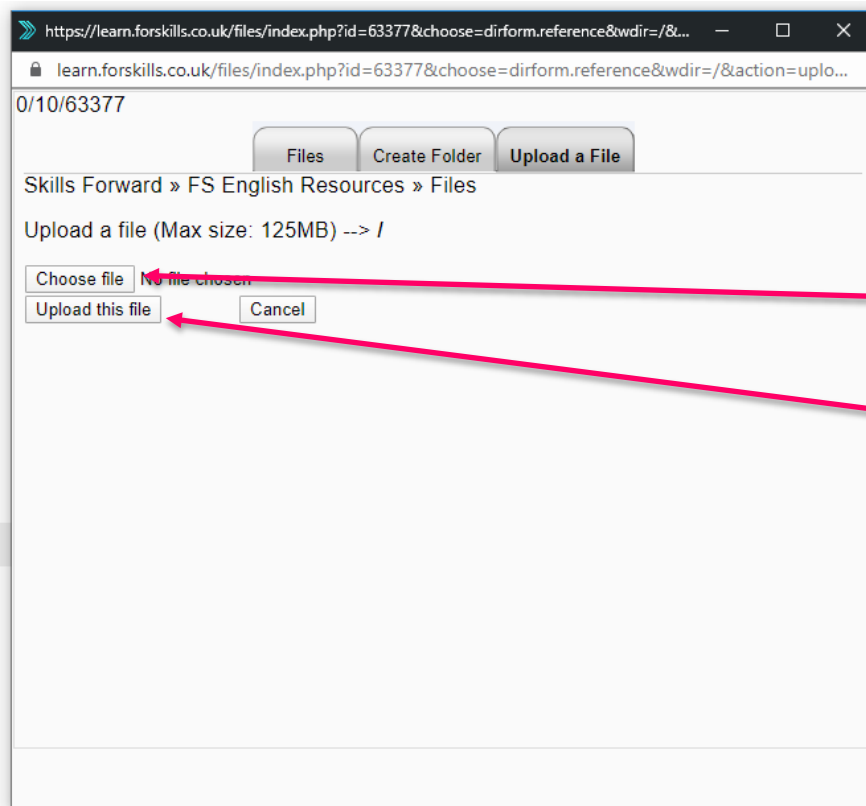
From this section,

Select Choose file and find the file you wish to add.

Once chosen, confirm the choice by selecting

Upload this file.

Confirm the file you wish to upload

Once done, you will be brought back to the Files Tab

From here you will see the file you uploaded in the list,

Select the Choose option for the file you wish to upload.

See your new Resource in the list at the bottom of the topic and subject you added it to.

Expand / Collapse All

➕ ADD CONTENT ▼

1. E3 Comprehension	**Action**
📘 Understanding Main Events and Ideas	📂 OPEN ITEM ▼
❓ Practice Skills - Understanding Main Points	📂 OPEN ITEM ▼
✅ Assessment Rw/E3.1/5	📂 OPEN ITEM ▼
❓ Practice Skills - Identifying the Main Points	📂 OPEN ITEM ▼
✅ Assessment Rt/E3.1 & E3.4	📂 OPEN ITEM ▼
▶️ Reading for Information	📂 OPEN ITEM ▼
📘 Reading for More Detail	📂 OPEN ITEM ▼
❓ Practice Skills - Reading for More Detail	📂 OPEN ITEM ▼
✅ Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8	📂 OPEN ITEM ▼
📘 Reading and Understanding Words on Forms	📂 OPEN ITEM ▼
❓ Practice Skills - Reading Words on Forms	📂 OPEN ITEM ▼
✅ Item Name	📂 OPEN ITEM ▼

Skills Builder

Selecting Compose a webpage option

If you select Compose a webpage instead, you will be asked to **name the item**.

From here you can enter the text or copy and paste it from another source. Once done Select **UPDATE**

Re-order your Resources

Expand / Collapse All

To Re-order your Items, Select the **ADD CONTENT Dropdown arrow** and Select **SEQUENCE.**

Move the items you've created up and down the list to show in the appropriate materials for the criteria your resources are covering.

Re-order your Resources

Smaller Numbers for each item are higher up the list, and larger numbers make the item go further down the list.

Re-order the items by changing their numbers on the right side to the order you need them. Once done, Select **SAVE**.

END OF GUIDE